

# VACANCY NOTICE

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Implementation Aide</u>	CLASSIFICATION CODE: <u>02504300</u>
	SALARY RANGE: <u>322A, \$40734-\$46232</u>	REFERENCE POSITION NO.: <u>2436-10000-160</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>7/7/11-7/13/11</u>
	Division/Section/Unit <u>Bureau of Audits</u>	<u>3 day grace period ends 7/16/11 at 4:00pm</u>
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st (Mon-Fri)</u>	Job Location: <u>Providence</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No _____
	Name of Bargaining Unit Union: <u>Council 94 - Local 2448</u>	
	There is _____ is not <u>x</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are ready to be hired should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> If you are currently in the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form, CS-14 Application Card, CS-14 Application Card, CS-14 Application Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	This position is responsible to serve as confidential assistant to the Chief Bureau of Audits in the capacity to formulate, determine and effectuate management policies within the Bureau of Audits; to be responsible for confidential and sensitive administrative details involving the audit process, and audit reports; to exercise discretion regarding related issues and activities; to assist the Chief official by performing moderately complex administrative and supportive tasks involved in the implementation and administration of major audit projects and programs whose effects encompass all departments and agencies of state government; and to do related work as required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and <b>Experience:</b> Such as may have been gained through: considerable employment in a position of state government assisting a high level official by performing, at minimum, moderately complex administrative tasks involved in the implementation and administration of major projects and programs that had effect on all department and agencies. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Kelly Durkin-Murray	Telephone #: <u>222-1238</u>
	GGSC/Office of Personnel Administration	email: <u>KellyM-resume@hr.ri.gov</u>
	1 Capitol Hill	TTY/TDD #: <u>7 1 1</u>
	Providence, RI 02908	(Telecommunication Device for the Deaf)



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